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DD/S&T# 3896-67

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28 September 1967

**MEMORANDUM FOR:** Chief, Analysis Division  
Chief, Air Systems Division  
Chief, Ground Systems Division  
Chief, Policy Guidance Branch, Staff  
Chief, Plans and Programs Branch, Staff  
Chief, Administrative Services Branch,  
Staff

**SUBJECT:** Monthly Internal Training Program

1. The Monthly Internal Training Program will resume during October. The first speaker will be [redacted] Special Assistant to the DD/S&T, who will discuss the subject "The Project Officers Handbook and Coordination of R&D Activities". The program will be held in the Situation Room (Room 2F25) beginning at 0900 hours, 19 October.

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2. You may be aware that DD/S&T is assuming an increasingly important role in the review and coordination of Agency funded R&D activities. Further, the Project Officers Handbook serves as the authoritative DD/S&T instruction for a variety of matters related to the R&D project approval process. On the basis of these two important subjects, it is strongly recommended that project officers make every effort to attend [redacted] presentation. Please advise [redacted] of the names of personnel who plan to attend. Request this information be furnished by the close of business, 17 October.

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3. In coming months, we plan to have other Agency officials participate in the program with the November presentation probably to be presented by [redacted] [redacted] who will cover the subject of Agency

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GROUP 1  
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Planning, Programming and Budgeting . The exact  
date and time for this presentation will be  
announced later.

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Chief of Staff  
Office of ELINT  
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